All qualified applicants must submit a cover letter and resume detailing education and work experience to the City of Waterloo Human Resources Department, 715 Mulberry Street, Waterloo, Iowa 50703 or email employment@waterloo-ia.org. The resume must be received by 5:00 p.m. Friday, December 12, 2014. Faxed resumes not accepted. All applicants will receive additional information on the position within a week of submitting their resume. The City is not responsible for resumes that do not reach us electronically or by regular mail service. A candidate who submits a resume by the deadline date and time and does not contact the City that they have not received a response will not be considered.

CITY OF WATERLOO, IOWA
CIVIL SERVICE NOTICE

OPEN EXAMINATION

PARK MAINTENANCE II FORESTRY
LEISURE SERVICES

ESSENTIAL FUNCTIONS, KNOWLEDGE, EXPERIENCE & TRAINING SUMMARY
Under the general direction of the City Forester, performs a variety of skilled forestry tasks such as trimming, pruning, applying chemicals, planting and removing trees and shrubs along City streets, in City Parks and on other public property. Essential functions include but are not limited to the following: operates hydraulic aerial lift, log loader and other equipment used in planting, trimming, pruning and removing trees and stumps; removes dead, broken, misshapen and undesired branches using saws and other tools; lowers branches and limbs to the ground with ropes; removes overhanging branches and split or broken limbs after storms; prunes to improve visibility at street intersections and traffic sign locations; climbs trees using ropes and climbing equipment to prune and remove trees; sharpens tools and cares for ropes and safety equipment; participates in department preventive maintenance program for vehicles and equipment; participates in application of pesticides and other chemicals in the care of trees; operates trucks and other automotive equipment; assists park maintenance crews with mowing and snow removal as needed; responds to questions from the public concerning tree trimming and planting; directs the work activities of part time and seasonal workers as assigned; workload varies and may be repetitive; works independently and with others with minimum supervision; works outside in all weather conditions; works around moving mechanical equipment and electrical wires; work environment is dirty; low visibility during unfavorable weather; operates equipment and tools that cause vibration; occasionally exposed to chemicals; noise level is frequently loud; atmosphere may contain dust and fumes from traffic; attends work regularly at the designated place and time; performs all other related duties as assigned. Acceptable experience and training: high school graduate/GED; combination of two years verifiable experience or formal post high school education in natural resources, horticulture, forestry or other park related area or any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work; Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Iowa Class A Commercial driver’s license required by the end of 120-day probation period. Obtain and maintain ACRT Line Clearance Tree Trimmer Certification within 180 days of employment; must pass tree-climbing test within 120 days of
employment; obtain and maintain an Iowa Pesticide Applicator's License within 120 days of employment. **Required knowledge and abilities include but are not limited to the following:** basic knowledge of tree trimming, treatment and removal methods and techniques; knowledge of occupational hazards and safety procedures of forestry work; knowledge and skill in use and care of ropes, knots and the tools and equipment commonly used in tree care and removal operations; ability to operate a truck with hydraulic boom and grapple loader; ability to work from aerial lift, sometimes during windy or other unfavorable weather; basic knowledge of rigging methods and use and maintenance of tools and equipment of the trade; ability to supervise seasonal and Park Maintenance I employees; ability to operate machines such as grapple, aerial lift, tree spade, stump grinder, chipper, dump truck, chainsaw, loppers, shovel, trimming shears; ability to respond to questions and comments from members of the public tactfully and politely in a clear, concise and easily understandable manner; ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public; ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds. Following a conditional offer of employment, a physical exam and drug test is required. Subject to Department of Transportation drug and alcohol testing requirements. Must comply with City of Waterloo Residency Policy for Critical Employees (must live within ten-mile radius of Waterloo City Hall). Will be given a reasonable period of time to satisfy this requirement as determined by the department head.

**MOTOR VEHICLE RECORD CHECK**
The Human Resources Department will check driving records of applicants through the Iowa Department of Transportation. Loss of license for OWI, reckless driving or other major moving violation within the previous five years, four or more citations for moving violations within the previous three years or three or more citations for moving violations within the previous one year will disqualify an applicant from continuing in the testing process.

**ORAL EXAMINATION**
All qualified applicants who submit a resume by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the State of Iowa shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on passing a post job offer physical examination including a drug test and possession of a good driving record. Failure to pass the physical or drug test will result in withdrawal of the employment offer.

**CLIMBING EXAMINATION**
An applicant who is appointed to the position will be required to participate in a climbing test that will test skills in climbing trees with a rope and saddle. The City Forester will judge the climbing test. This examination will be graded on a pass/fail basis. An individual must pass this examination within 120 days of appointment to the position. Failure to pass the climbing examination will result in termination.

**TESTING DATE**
All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

PARK MAINTENANCE II FORESTRY OPEN NOTICE 14-2
November 2014